

JOB OPPORTUNITY

Job Opportunity Bulletin: # 04-030

Final Filing Date: Sept. 02, 2004 Or
Until Filled

Position:
Senior Accounting Officer
(Supervisor)
Permanent, Full-time

Salary:
\$4,319.00 – 5,211.00

Location:
Office of Statewide Health Planning and
Development

General Statement of Duties:

We are seeking a highly motivated individual to help run the Accounting Operations Unit. If you are looking for a fast-paced, challenging team environment, we may be just right for you. We have many different funding sources, which provide a great learning opportunity. If you are innovative, have strong supervisory skills, and are looking for a place to make a difference, we want to hear from you.

Duties:

- ❖ Plan, organize, and direct the operational activities of Accounting Services. Supervises five professional staff in the Accounting Operations Unit which performs the following functions: accounts payable, accounts receivable, revolving fund, cashiering and CALSTARS systems/reports processing for OSHPD.
- ❖ Establish and monitor procedures and accounting processes and maintain appropriate internal controls. Identify problem areas and unmet needs in existing accounting processes. Work with staff to refine existing procedures.
- ❖ Interact with the State Controller's Office, the Department of Personnel Administration, Board of Control, private vendors, and departmental staff to resolve critical or complex accounting issues.
- ❖ Issue and revise departmental accounting procedures as necessary related to travel expenses, accounts receivables, accounts payables, and cashiering activities.
- ❖ Coordinate the year-end financial statement process as it related to operations. Work with Budget Services and program offices to obtain accurate accrual information.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- ❖ Ability to direct, review and evaluate the work of others to accomplish established goals and objectives.
- ❖ Knowledge of the State's Accounts Payable, Accounts Receivable, Cash Receipt and Revolving Fund process in compliance with appropriate internal control structures.
- ❖ Experience with Microsoft applications and CALSTARS.
- ❖ Excellent written and oral communication skills.
- ❖ Ability to make sound decisions and recommendations
- ❖ Ability to handle multiple priorities and deadlines.
- ❖ Reflect the Mission and Values of OSHPD.

Who May Apply:

Applications will be accepted from currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA and State surplus policies.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested parties should submit a State Examination and/or Employment Application, STD-678 and a resume to:

Office of Statewide Health Planning and Development

Attn: Liz Martin (04-030)

1600 9th Street, RM 450

Sacramento, CA 95814

For more information contact Liz Martin

Phone: (916) 654-2836, FAX: (916) 654-3200, E-mail: Lmartin@oshpd.ca.gov

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

